



The Athelstan Trust

Compassionate Leave Policy

Compassionate leave policy

1 **Purpose:** This policy is intended to provide guidance on the Academy's discretionary right to allow you to take paid leave in the event of a death of someone close to you.

2 **Entitlement:** You may be entitled to the following paid leave from work in the event of a death of someone close to you. This entitlement includes any time off to attend the funeral:

Person	Entitlement
Death of a spouse, civil partner, partner, child or parent	Up to one week
Death of another relative	One day

3 **Other person:** Any request for leave following the death of any other person who is close to you will be considered by the Academy.

4 **Notice:** Whenever practicable, you will be required to request the leave of absence from your Line Manager / the Headteacher] giving at least one day's notice. Where this is not possible, you (or someone else on your behalf) should contact your Line Manager / the Headteacher] as soon as practically possible.

5 **Abuse of entitlement:** The Academy may require explanation and evidence justifying your request for leave. Unauthorised absence or abuse of this policy may constitute gross misconduct and disciplinary action may be taken against you.]